



# ***Yavapai College***

## ***Banner Finance***

### ***Budget Development Self Service Training Manual***



# **Budget Development Self-Service Training Manual**

## **April 2010**

### **Introduction**

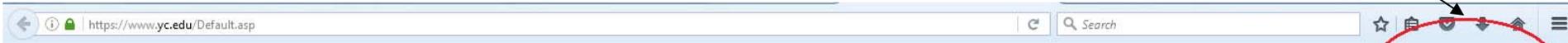
The Budget Development Self-Service module will enable selected users the ability to query their proposed labor and direct expense budgets for the upcoming fiscal year via Banner Finance Self-Service. Users will be able to review their budgets, print screens and submit changes, if any, to the Vice President of Administrative Services.

This training manual will cover:

- Accessing Budget Development Self-Service (pages 3-5)
- Create Budget Development Query by Line Item Detail Option (pages 6-10)
- Create Budget Development Query by Hierarchy Option (pages 11-13)



Login to the Portal



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# Budget Development

The screenshot shows the Yavapai College website interface. At the top, there is a navigation bar with links for 'My Email (4)', 'My News (0)', 'My Courses', and 'My Services'. The 'My Services' dropdown menu is open, listing various services: Canvas LMS, Office 365, COGNOS Main Menu, Email, Employees, Students, My Drives, My Web Applications, and My Personal Information. The 'Employees' item is highlighted in blue. A secondary dropdown menu is visible for 'Employees', listing: My Timesheet, My Benefits & Deductions, My Pay Information, My Tax Forms, My Leave Balances, Employee Main Menu, Finance Main Menu (circled in red), and Marketing Request Form. The website header includes the Yavapai College logo, a search bar showing 70.7° weather, and navigation links for Students, Employees, Community, and Become a Student. A banner for the Spring 2017 Enrollment Guide is visible at the bottom left.



The Finance Budget Development page gives you three choices to choose from. Only the “Create Budget Development Query” link will be used. Please do not click on the other two options.

Home > Finance > Budget Development

Personal Information | Student | Financial Aid | Employee | Finance

|                            |  |                           |                         |
|----------------------------|--|---------------------------|-------------------------|
| Budget Queries             | Encumbrance Query                      | Approve Documents         | View Document           |
| Budget Transfer            | Multiple Line Budget Transfer          | <b>Budget Development</b> | Delete Finance Template |
| My Worksheets              | <b>Create Budget Development Query</b> | Create Budget Worksheet   |                         |
| Maintain Organization Lock | Salary Planner                         |                           |                         |

Click on



## Create Budget Development Query

You can build a query of your organization by line item detail. The report will produce a listing of individual budget line items in your organization.

To create a new query, select “Create Query”. To retrieve an existing template, choose a Saved Query and select “Retrieve Query”.

Personal Information Student Financial Aid Employee **Finance**

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### Budget Development Query

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 To create a new query, select Create Query. To retrieve an existing template, choose a saved query and select Retrieve Query.

Create a New Budget Query  ← **Click on**

Retrieve Existing Budget Query  
Saved Query

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[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Budget Development](#) | [Delete Finance Template](#) ]



# Budget Query by Line Item Detail

Personal Information Student Financial Aid Employee **Finance**

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## Budget Development Query

Select the columns to display on the report. Indicate if you wish to start with a summary by Organization Hierarchy or with Line Item detail.

|  |
|--|
| <input type="checkbox"/> Adopted Budget  |
| <input type="checkbox"/> Permanent Budget Adjustments  |
| <input type="checkbox"/> Temporary Adopted   |
| <input type="checkbox"/> Temporary Adjustments   |
| <input type="checkbox"/> Base Budget and Cumulative Change                                     |
| <input type="checkbox"/> Lock Status   |
| <input type="radio"/> Organization Hierarchy <input checked="" type="radio"/> Line Item Detail |

Select "Line Item Detail" and the "Continue" button.

[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Budget Development](#) | [Delete Finance Template](#) ]

release: 8.1



# Budget Query by Line Item Detail

## Budget Development Query

Chart, Budget ID, and Phase are required for Line Item Detail Query. Fund, Organization, Program, and Account may use wildcard (%), or leave null for all. For Activity and Location null matches null, % means All, or wildcard (%) may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the query.

|                   |                                     |              |                                     |                                       |
|-------------------|-------------------------------------|--------------|-------------------------------------|---------------------------------------|
| Chart of Accounts | <input type="text" value="Y"/>      | Budget Phase | <input type="text" value="ITERA1"/> | <input type="button" value="Budget"/> |
| Budget ID         | <input type="text" value="FY1011"/> | Program      | <input type="text"/>                |                                       |
| Index             | <input type="text"/>                | Activity     | <input type="text"/>                |                                       |
| Fund              | <input type="text"/>                | Location     | <input type="text"/>                |                                       |
| Organization      | <input type="text" value="013301"/> |              |                                     |                                       |
| Account           | <input type="text"/>                |              |                                     |                                       |

Enter parameters **Y**, **FY1011**, **ITERA1** and **Organization**.

|                       |                                   |
|-----------------------|-----------------------------------|
| Budget Duration Code: | <input type="text" value="All"/>  |
| Display Fin Mgr from: | <input type="text" value="None"/> |

Select parameters as outlined here and then "Submit".

Check to Include:

|                                     |                  |
|-------------------------------------|------------------|
| <input type="checkbox"/>            | Revenue Accounts |
| <input checked="" type="checkbox"/> | Labor Accounts   |
| <input checked="" type="checkbox"/> | Expenses         |
| <input type="checkbox"/>            | Transfers        |
| <input type="checkbox"/>            | Deleted Items    |

Save Query as:

Shared



# Budget Development Report by Line Item Detail

## Report Parameters

| Budget Development Report |                        |                |              |                    |
|---------------------------|------------------------|----------------|--------------|--------------------|
| Line Item Detail          |                        |                |              |                    |
| Chart of Accounts Y       | Yavapai College        | Duration       | All          |                    |
| Budget Id                 | FY1011                 | Budget FY10/11 | Budget Phase | TEST Combined Test |
| Fund                      | All                    |                | Program      | All                |
| Organization              | 013301 Business Office | Activity       |              |                    |
| Account                   | All                    | Location       |              |                    |

## Query Results

| Fund                          | Program | Account | Activity | Location | Duration | FY1011/TEST Proposed Budget | Text | Origin |
|-------------------------------|---------|---------|----------|----------|----------|-----------------------------|------|--------|
| 0000                          | 30      | 6002    |          |          | P        | 187,970.00                  |      | POSN   |
| 0000                          | 30      | 6003    |          |          | P        | 201,546.00                  |      | POSN   |
| 0000                          | 30      | 6006    |          |          | P        | 1,750.00                    |      | POSN   |
| 0000                          | 30      | 6008    |          |          | P        | 500.00                      |      | POSN   |
| 0000                          | 30      | 6101    |          |          | P        | 57,672.00                   |      | POSN   |
| 0000                          | 30      | 6102    |          |          | P        | 4,728.00                    |      | POSN   |
| 0000                          | 30      | 6104    |          |          | P        | 503.28                      |      | POSN   |
| 0000                          | 30      | 6105    |          |          | P        | 1,198.53                    |      | POSN   |
| 0000                          | 30      | 6106    |          |          | P        | 1,567.06                    |      | POSN   |
| 0000                          | 30      | 6107    |          |          | P        | 26,606.79                   |      | POSN   |
| 0000                          | 30      | 6108    |          |          | P        | 7,865.34                    |      | POSN   |
| 0000                          | 30      | 6110    |          |          | P        | 29,970.11                   |      | POSN   |
| 0000                          | 30      | 7000B   |          |          | P        | 24,839.80                   |      | LOAD   |
| 3100                          | 30      | 7000B   |          |          | P        | 77,200.00                   |      | LOAD   |
| Report Total (of all records) |         |         |          |          |          | 623,916.91                  |      |        |

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Download options available

This report displays the proposed budget for next fiscal year.

### General Notes:

- Accounts 6001 through 6005 and 6009 are for full-time salaries. You should have received a Position Salary Report for FY10/11 listing the employees being paid from these accounts.
- All other 6000 and 6100 series accounts cover non full-time salaries and fringe.
- Account 7000B is the Direct Expense Pool.



## Budget Query by Organization Hierarchy

A Budget Manager may also query by organizational hierarchy. The report will begin with a summary by organization and you can drill down to the successor organizations.

Personal Information Student Financial Aid Employee **Finance**

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### Budget Development Query

! Select the columns to display on the report. Indicate if you wish to start with a summary by Organization Hierarchy or with Line Item detail.

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/>         | Adopted Budget                    |
| <input type="checkbox"/>         | Permanent Budget Adjustments      |
| <input type="checkbox"/>         | Temporary Adopted                 |
| <input type="checkbox"/>         | Temporary Adjustments             |
| <input type="checkbox"/>         | Base Budget and Cumulative Change |
| <input type="checkbox"/>         | Lock Status                       |
| <input checked="" type="radio"/> | Organization Hierarchy            |
| <input type="radio"/>            | Line Item Detail                  |

Select "Organization Hierarchy" and the "Continue" button.



# Budget Query by Organization Hierarchy

## Budget Development Query

Chart, Budget ID, Phase, and Organization are required for Query by Organization Hierarchy. Fund, Program, and Account may use wildcard (%), or leave null for all. For Activity and Location null matches null, % means All, or wildcard (%) may be used. A second Budget Id and Phase may be entered for comparison purposes for the same Chart and FOAPAL. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the query.

|                      |                                     |                         |   |
|----------------------|-------------------------------------|-------------------------|---|
| Chart of Accounts    | <input type="text" value="Y"/>      | Budget Phase            | <input type="text" value="ITERA1"/> <input type="text" value="Budget"/> |
| Budget ID            | <input type="text" value="FY1011"/> | Comparison Budget Phase | <input type="text" value="Comparison Budget"/>                          |
| Comparison Budget ID | <input type="text"/>                | Program                 | <input type="text"/>  |
| Index                | <input type="text"/>                | Activity                | <input type="text" value="%"/>  |
| Fund                 | <input type="text"/>                | Location                | <input type="text" value="%"/>  |
| Organization         | <input type="text" value="0133"/>   | Account                 | <input type="text"/>  |

Enter parameters **Y**, **FY1011**, **ITERA1** and **Organization**. Click the Organization box to look up a higher level organization code.

|                       |                                   |
|-----------------------|-----------------------------------|
| Budget Duration Code: | <input type="text" value="All"/>  |
| Display Fin Mgr from: | <input type="text" value="None"/> |

Select parameters as outlined here and then Submit.

Check to Include:

|                                     |                  |
|-------------------------------------|------------------|
| <input type="checkbox"/>            | Revenue Accounts |
| <input checked="" type="checkbox"/> | Labor Accounts   |
| <input checked="" type="checkbox"/> | Expenses         |
| <input type="checkbox"/>            | Transfers        |
| <input type="checkbox"/>            | Deleted Items    |

Save Query as:

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# Budget Query by Organization Hierarchy

## Budget Development Query

Select an Organization link to drill to next level of detail. Select one of the Download options to download Budget Development data to a spreadsheet.

### Report Parameters

| Budget Development Report |                 |                   |              |                    |
|---------------------------|-----------------|-------------------|--------------|--------------------|
| By Organization           |                 |                   |              |                    |
| Chart of Accounts Y       | Yavapai College | Duration          | All          |                    |
| Budget Id                 | FY1011          | Budget FY10/11    | Budget Phase | TEST Combined Test |
| Fund                      | All             | Program           | All          |                    |
| Organization              | 0133            | Business Services | Activity     | All                |
| Account                   | All             | Location          | All          |                    |

### Query Results

| Organization | Organization Title        | FY1011/TEST | Proposed Budget |
|--------------|---------------------------|-------------|-----------------|
| 0133         | Business Services         |             |                 |
| 01330        | Business Office           |             | 623,916.91      |
| 01331        | Purchasing                |             | 868,323.28      |
| 01332        | Business Services - Verde |             | 125,658.07      |
| 0133         | Rollup                    |             | 1,617,898.26    |

The report will begin with a summary by organization and you can drill down to the successor organizations.

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as

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Another Query